

# Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE:

FROM :

SUBJECT: Distribution of catalog cards:

For CIA Library --

1. Cards are ordered for all titles for the Catalog Section and main Library catalogs, the subject and area files and the branch library catalogs.
2. Cards are set aside for incorporation in the CIA Slavic catalog.
3. FB is provided with cards for the books held in its library.

For other Agency offices --

1. OTR is provided with cards for the books ordered by its library.
- ✓ 2. ORR receives cards for FB books in Russian and Chinese.
3. Medical and security offices occasionally request cards for the books they order.

For external libraries --

- Office of Psychological Warfare, Attn. Col. Raymond*
- ✓ 1. ~~S-2~~ is provided with cards for all titles (through Machine Methods division)
  - ✓ 2. Library of Congress, Slavic Union Catalog is sent cards for all Slavic language books.